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22 June 1954

Budget Fiscal Branch, TR

Decentralized Accounting Procedures

- 1. Subsequent to our discussion with the Technical Accounting Staff concerning the subject procedures, a meeting was held with the Deputy Comptroller and representatives of the Finance Division to discuss the accentance of this plan and the possibility of its implementation at your installation 1 July 1954.
- 2. It was generally agreed that the installation of this plan at your station would be a pilot model subject to changes and improvement as necessary. While it has been indicated that this plan will be implementated as of 1 July, will be unable to assist in the project until 5 July. Arrangements have been made for his transportation, and he plans to furnish all required assistance.
- 3. Preliminary to this plan being put into effect, it is suggested that, as time permits, you study all the requirements of this new procedure and prepare the various ledgers and general accounts headings needed. Also, in connection with the enclosed copies of the report forms and records which are peculiar to this plan, please let us know the mumber of copies of each Standard Form C you will require. These can be forwarded to you. We can also you will require. These can be forwarded to you. We can also reproduce the dittoed forms here if it would help.
- 4. Attached is a copy of the revised manual of general ledger Z accounts dated 1 November 1953 which you can retain temporarily for reference. Also, enclosed is a copy of the general accounting explanation.

HEA/gl

Attachments

1-Revised Manual of General Ledger Accounts 2-General Accounting, explanation of the account 3-"xhibits

Distribution AO/TR (1) :/TAS/Comp (1) BFB/TR (2)

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